

YASI/CaseWorks Security in eWiSACWIS

This user guide is for eWiSACWIS Security Delegates and outlines the process to add or remove YASI/CaseWorks security to eWiSACWIS.

YASI/CaseWorks security access can be approved once YASI training is completed and sign in credentials have been received. eWiSACWIS will display the links to open CaseWorks in Person Management, YJ Referral, and the Youth Justice Case Information pages.

Adding YASI/CaseWorks security

1. Once an active eWiSACWIS worker has notified the security delegate of the need for YASI/CaseWorks security link in eWiSACWIS, the security delegate will create a change request to add YASI/CaseWorks security to one or more workers in their county's Security Request profile in eWiSACWIS.
2. To create a security request for one or more workers, select Security Request from the Security dropdown on the desktop.
3. On the Security Request Search page, click Create.



- On the Create Security Request page, select one or more workers by clicking Add for each worker on the request.

Create Security Request -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Security Request

Request ID: By: La Crosse Pending Submission

Processing

Request Type: ☐ New ☐ Change ☐ Delete Delegate:

Worker record(s) to adjust: **Add** Liaison:

☐ CC to supervisor(s):

Notes/History:

[More...](#) [Less...](#) [Default](#)

Requested Changes

Requested Settings [Clear](#) Current Settings Compared Worker [Search](#)

WAMS:

Security Delegate: ☐ Yes ☐ No ☒ No Change No

eWRpt. Authorizer: ☐ Yes ☐ No ☒ No Change No

Job Class

[Job Class](#)

Approval level:

Options:

- On the Worker Security Search page, enter the worker(s) information, select Active in the Status drop down, and click Search.

Worker Security Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Search Criteria

County: La Crosse Site: Assigned To:

First Name: Last: User Group:

Email: Filter: Profile:

Worker ID: Job Class: Resource:

Supvr ID: Status: Active WAMS: Action:

Search Results

6. Select the check box of the correct worker(s) and click Continue to add the worker(s) to the security request.
 - a. Repeat steps 4 through 6 to add additional workers to the security request.
7. After all desired workers have been added to the Create Security Request page, scroll down to click the YASI/CaseWorks radio button granting workers security to see the YASI/CaseWorks links allowing them to automatically sign into YASI from eWiSACWIS. These links will appear on Person Management, YJ Referral, and the Youth Justice Case Information page immediately after approving the security request.

Medicaid Rep: ☐ Yes ☐ No ☒ No Change No

Partners hip Worker: ☐ Yes ☐ No ☒ No Change No

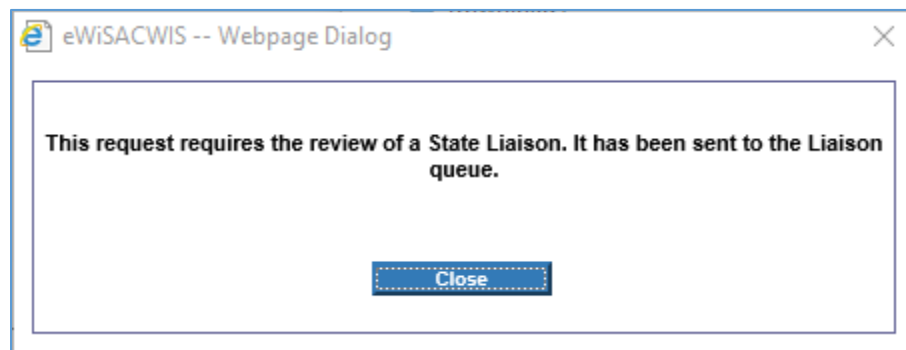
YASI/CaseWorks Worker: ☒ Yes ☐ No ☐ No Change Yes

User group: [Search](#) La Crosse - CPS Supervisor

[Compare user groups](#)

Options: Approve Go Save Close

8. Select the Yes radio button on the YASI/CaseWorks Worker field.
9. From the options dropdown, select Approve.
10. Click Go to approve the request.
 - a. The YASI/CaseWorks security requests will be routed to the State Liaison for approval. Click close on the pop-up message.



11. Click Close on the Create Security Request page to return to the Maintain Worker Information page where the Worker Security tab will display the most recent approval. This will display for all the workers listed in the request in each of their Worker Security tabs.
12. After the request is approved and the worker has refreshed their desktop, they will see the YASI/CaseWorks links display on the Person Management, YJ Referral, and the Youth Justice Case Information page.

Person Management

Basic **Parent Info** **Additional** **Address**

Name

ID: Prefix: First Name: MI:

[Person Type:](#) YJ [Person Type History](#) [YASI/CaseWorks](#) ☐ This is an Unborn Child

County ID(s)

Basic

VJ Referral - Internet Explorer

eWiSACWIS

Referral Information

Report Name: Worker: Referral Entered: 01/03/2019 11:10 AM

Date and Time Referral was Received: 12/26/2018 11:05 ☒ AM ☐ PM [YASI/CaseWorks](#)

Youth Justice Case Information - Internet Explorer

eWiSACWIS

Case Information

Case Name: Youth Name: [YASI/CaseWorks](#)

Referral Information

13. Clicking the YASI/CaseWorks link will sign YASI licensed users into CaseWorks and take them to a designated landing page. If they do not have YASI credentials, they will receive an error from the tool, and they will need to contact their Supervisor about getting access established.
14. To quickly reference if a worker has YASI/CaseWorks security, on the basic tab of the Maintain Worker Information page, you will see a YASI/CaseWorks check box. Authorized workers will have a check in this box. When the radio button is clicked to No this checkbox becomes blank on approval of that change.
15. A Supervisor can access this overview by clicking the Workers tab on the desktop and selecting the Maintain Worker Record link to launch the eWiSACWIS worker profile or from the Actions menu items on the desktop by selecting Management and Worker.

Worker Security

Site: CAPTA Maltreatment Review Coordinator? ☐ Yes ☒ No

Independent Living Coordinator? ☐ Yes ☒ No

[Search](#) ☐ Partnership Worker ☐ Medicaid Rep

☒ **YASI/CaseWorks Worker**

Worker Type

☒ County ☐ State ☐ Vendor

16. To filter by YASI/CaseWorks workers, go to the Security dropdown on the desktop and select Worker Security Search.
 - a. Enter the County, Filter, and Status.
 - b. Click Search to see a list of workers by county that have the YASI/CaseWorks security.



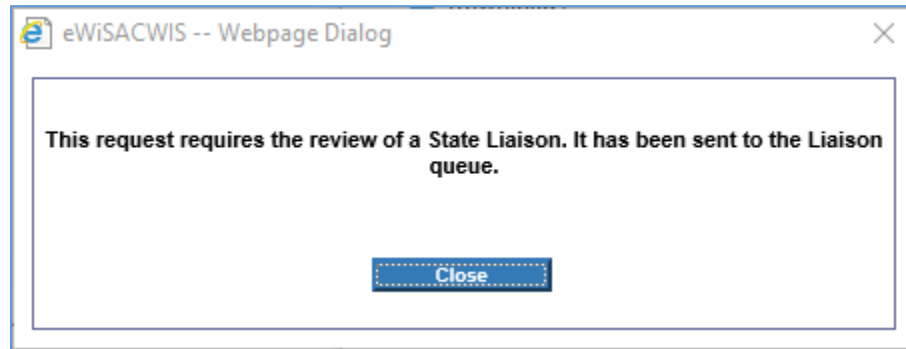
 A screenshot of a web browser window titled 'Worker Security Search - Internet Explorer'. The page displays the 'eWiSACWIS' logo and a search form. The form has two main sections: 'Search Criteria' and 'Search Results'. The 'Search Criteria' section contains several input fields and dropdown menus: 'County' (set to 'La Crosse'), 'Site', 'Assigned To', 'First Name', 'Last', 'User Group', 'Email', 'Filter' (set to 'YASI/CaseWorks Worker'), 'Profile', 'Worker ID', 'Job Class', 'Resource', 'Supvr ID', 'Status' (set to 'Active'), 'WAMS', and 'Action'. There are 'Clear' and 'Search' buttons to the right of the search criteria. The 'Search Results' section is currently empty. At the bottom right of the search results area are 'Continue' and 'Close' buttons.

Removing YASI/CaseWorks security

1. To remove access follow steps 2 through 6. Select No

 A screenshot of a web form for managing user security. It contains several rows of settings, each with radio buttons for 'Yes', 'No', and 'No Change'. The 'YASI/CaseWorks Worker' row is highlighted with a red box, and the 'No' radio button is selected. Below this row is a 'Search' link. At the bottom, there is an 'Options' section with a dropdown menu set to 'Approve' and a 'Go' button, also highlighted with a red box. To the right of the settings are labels for 'Medical Rep', 'Partnership Worker', 'YASI/CaseWorks Worker', 'User group', and 'Options'. The 'User group' is listed as 'La Crosse - CPS Supervisor'. At the bottom right are 'Save' and 'Close' buttons.

2. Select the No radio button on the YASI/CaseWorks Worker field.
3. From the options dropdown, select Approve.
4. Click Go to approve the request.
 - a. The YASI/CaseWorks security requests will be routed to the State Liaison for approval. Click close on the pop-up message.



5. Click Close on the Create Security Request page to return to the Maintain Worker Information page where the Worker Security tab will display the most recent approval. This will display for all the workers listed in the request in each of their Worker Security tabs.
6. After the request is approved and the worker has refreshed their desktop, they will NOT see the YASI/CaseWorks links display on the Person Management, YJ Referral, and the Youth Justice Case Information page.

Additional eWiSACWIS security resources can be found at:

<https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/ecurity>

eWiSACWIS Helpdesk e-mail: dcfservicedesk@wisconsin.gov

eWiSACWIS Helpdesk phone: (608) 264-6323